

WATER POLLUTION CONTROL FACILITY SUPERVISOR

DEFINITION

To assist the Water Pollution Control Facility Manager in administrative and supervisory duties involved in the .operation and maintenance of a water pollution control facility..

SUPERVISION RECEIVED AND EXERCISED

General supervision .is provided by 'the Water Pollution Control Facility Manager.

Responsibilities include direct supervision of .water pollution control facility operations and maintenance personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of goals, objectives, policies and priorities.
2. Assists in the planning, 'organization and direction of a large sanitary treatment and disposal operation.
3. Assists in the establishment of policies, procedures,. schedules, and methods for maintenance of the water pollution control facility.
4. Analyzes plant and laboratory. reports and directs the adjustment of processing methods to improve plant efficiency.
5. Plans and recommends the improvement of plant facilities through equipment acquisition; assists in development of specifications.
6. Controls the. requisition of supplies, materials and equipment.
7. Investigates industrial waste sources and determines impact of such waste on sewage system activities.

8. Insures that the City is in compliance with all current waste discharge requirements established by regional, state and federal regulatory agencies; interprets policies and procedures established by regulatory agencies.
9. Prepares, reviews, and submits periodic reports regarding sewage treatment and disposal.
10. Provides technical assistance to consulting engineers; reviews plans and specifications for sewage treatment and disposal construction projects.
11. Insures that all safety regulations are adhered to.
12. Makes critical decisions to resolve emergency conditions resulting from sewage treatment and disposal system malfunctions.
13. Responds to and resolves citizen complaints and concerns.
14. Assists in budget preparation and administration.
15. Coordinates division activities with other City departments, divisions and sections and with outside agencies.
16. Selects, supervises, trains and evaluates subordinates.
17. Serves as acting Water Pollution Control Facility Manager as assigned.
18. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- A. Theory and practice of modern sewage treatment and of machines, equipment, and material used in such treatment.
- B. Chemical and physical processes involved in advanced methods of sewage treatment.
- C. Laboratory analyses and tests.
- D. Occupational hazards and safety precautions necessary in work.
- E. Applicable federal, state and regional laws and regulations.

F. Principles of organization, administration, budget and personnel management.

Ability to:

G. Plan, organize, lay out, assign and schedule a varied technical and maintenance program.

H. Supervise the maintenance of records and reports.

I. Communicate clearly and concisely, orally and in writing.

J. Select, supervise, train and evaluate subordinates.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of progressively responsible experience in sewage treatment operations, including two years supervisory experience.

Education: Equivalent to completion of twelfth grade supplemented by college coursework related to sewage treatment operations.

License or Certificate: Possession of an active Grade IV Certificate issued by the California State Division of Water Quality Control. A Grade V Certificate is desirable.

PROBATIONARY PERIOD: One Year

767CS92

November 1972

Revised April 1998

AAP GROUP: 2

FPPC STATUS.: Non-Designated

FLSA STATUS: Exempt